

# **MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING AGENDA**

**Monday, September 25th, 2023 at 5:00PM**

**Zoom: <https://us02web.zoom.us/j/85950171946>**

1. Call to order
2. Public Comment Period: Please limit comments to two minutes

## **SPECIAL DISCUSSION**

3. Discussion of library messaging campaign (limit 1 hour)

**REGULAR BUSINESS** *(Please read all handouts prior to meeting. Meeting time will be for edits and questions only.)*

4. Approval of minutes from 8/21/23
5. Director's update—See attached report
6. Children's Department update: See programming report, at bottom of director's report
7. Update from: Strategic Planning
8. Update from: Building Committee
9. Update from: Personnel Committee
10. Update from: Budget Committee
11. Secretary's report
12. Update from: Friends of the Library

## **DISCUSSION TOPICS**

13. Discussion potential focus group participants to reach out to
14. Discuss and/or vote to approve the forgiving of fines for items checked out and lost before September 2021.
15. Discuss whether the Board of Trustees should take a stand supporting state legislation outlawing book bans in public libraries and public schools (following recent legislation in Illinois and proposed in New Jersey)
16. Review/approve Comprehensive Library Plan
17. Review/approve FY25 Action Plan
18. Items not anticipated within 48 hours of meeting. Votes may be taken
19. Next meeting date, agenda suggestions
20. Adjourn

## 2023-09-25 Appendix I: Director's report & program stats (4pp)

### September 2023 Director's Report

1. MPL was lucky to have several qualified applicants for our part-time Children's Program Assistant position. Angela and I ultimately selected Grae McLaughlin, who has experience working with toddlers, elementary-age children, and teens, and also works at the Jones Library in Amherst. Grae started at the beginning of the month and has hit the ground running.
2. Contracts have been awarded for the masonry and roof work at Montague Center and, surprisingly, came in under the expected cost. The masonry repair should not interfere with library operations.

Additionally, Kate noticed a new roof leak on 9/18. Walter was notified and scheduled LaRochelle to do emergency repairs on 9/22. The remainder of the roof ought to be repaired in a few weeks.

3. As you know, the public survey on the Carnegie Library was released at the end of last month. We've had 34 responses online and as many, if not more, on paper. Please consider sharing a link or paper copies of the survey with your friends and neighbors. We're trying to get as much feedback as we can. I also created a separate survey for library staff, who know this building better than any of us. Finally, I've also installed a "wishing tree" at each MPL branch, where patrons can write their wishes for their library. Kids are encouraged to participate too!
4. Members of the trustees' board and I had a great visit to the Erving Public Library last month and a solid double-feature visit to the Hadley Public Library and Granby Public Library on Thursday, September 21. A visit to Greenfield's and Northfield's libraries is tentatively scheduled for 10/19, pending others' availability.

If you decide to visit another library on your own time, please feel free to record your experiences and opinions of the spaces here: <https://forms.gle/udn4pYfSdBob9vUU7>

5. The Smithsonian/Mass Humanities programming team, which includes myself and folks from the Discovery Center, PVMA, and RiverCulture were approved for a \$10,000 second year grant.
6. I also received a \$2,500 Mass Cultural Council festivals grant, which will support Falls Fest on Saturday, October 21. Though I definitely did not set out to be a main facilitator of this event, I feel proud of the work that our small, but mighty committee has put in over the last few months and look forward to hosting a fun event that will highlight Montague's businesses and arts community.
7. This fall, look out for an outdoor concert, featuring Jenny Burtis, a mixed media art show, gardening workshops, and drawing classes at Montague Center. In partnership with the Discovery Center, we'll be offering a Chinese paper-cutting (one for kids, one for adults) as well as a Tea-Rex tea party at the DCR great hall.

8. With the board's permission, I'd like to forgive all overdue and replacement fines for items checked out and lost before September 2021. The three libraries have nearly 3,000 items, going back to 2012, that have been lost and which we'll almost certainly never receive back. At this point, many of these items are out of date and no longer desirable anyway. Of note is that only 32 of those lost items were lost in the year 2021. Many of these items were checked out to children who have little ability to return items on their own and now, as young adults, are unable to use their card. I think this is an equity issue and, strategically speaking, I think it would be good for the library to offer the public a second chance at using library resources. Overall, it feels like a win-win.
9. Finally, I've finished both our annual state report and our annual state financial report (woo-hoo!)

August program stats are on the next page.

Dates	Program Title	Program Location	Number of Participants	Intended Audience
WEEK 1				
1-Aug	Game Day	Live In-Person On-Site (TF)	6	ages 6-11
2-Aug	MC Story Time	Live In-Person On-Site (MC)	6	ages 0-5
2-Aug	LEGO	Live In-Person On-Site (TF)	15	ages 6-11
3-Aug	Playgroup	Live In-Person On-Site (TF)	23	ages 0-5
3-Aug	Teen Zine Club	Live In-Person Off-Site (Brick House)	9	YA
5-Aug	Saturday Story Time	Live In-Person On-Site (TF)	7	ages 0-5
WEEK 2				
8-Aug	Interactive Art	Live In-Person Off-Site (Brick House)	6	YA
9-Aug	MC Story Time	Live In-Person On Site (MC)	8	ages 0-5
9-Aug	LEGO	Live In-Person On Site (TF)	12	ages 6-11
10-Aug	Playgroup	Live In-Person On-Site (TF)	0	ages 0-5
10-Aug	Teen Zine Club	Live In-Person Off-Site (Brick House)	7	YA
11-Aug	Puppet Show	Live In-Person Off-Site (Peskeompskut Park)	135	General Audience
12-Aug	Saturday Story Time	Live In-Person On-Site (TF)	2	ages 0-5
WEEK 3				
15-Aug	Game Day	Live In-Person On Site (TF)	0	ages 6-11
16-Aug	MC Story Time	Live In-Person On Site (MC)	2	ages 0-5
16-Aug	LEGO	Live In-Person On Site (TF)	12	ages 6-11
17-Aug	Playgroup	Live In-Person On-Site (TF)	4	ages 0-5
17-Aug	Teen Zine Club	Live In-Person Off-Site (Brick House)	7	YA
19-Aug	Saturday Story Time	Live In-Person On-Site (TF)	4	ages 0-5
19-Aug	Whale Mobile	Live In-Person Off-Site (Discovery Center)	84	General Audience
WEEK 4				
23-Aug	MC Story Time	Live In-Person On Site (MC)	5	ages 0-5
23-Aug	LEGO	Live In-Person On Site (TF)	15	ages 6-11
24-Aug	Playgroup	Live In-Person On-Site (TF)	5	ages 0-5
25-Aug	Youth Advisory Outreach at Brick House (Backpack Giveaway Help)	Live In-Person Off-Site (TF)	15	YA

	Saturday Story Time/GF Farmer's Market Outreach	Live In-Person Off-Site (Peske Park)	12	ages 0-5
<b>WEEK 5</b>				
29-Aug	Outreach: Gill Elem. School Open House	Live In-Person Off-Site	85	ages 6-11
30-Aug	MC Story Time	Live In-Person On Site (MC)	2	ages 0-5
30-Aug	LEGO	Live In-Person On Site (TF)	5	ages 6-11
31-Aug	Playgroup	Live In-Person On Site (TF)	7	ages 0-5
All Month	Take&Make CRAFT	Live In-Person On Site, self-led (TF)	150	ages 6-11
All Month	Take&Make SCIENCE	Live In-Person On Site, self-led (TF)	125	ages 6-11
All Month	Moose Scavenger Hunt	Live In-Person On Site, self-led (TF)	75	ages 6-11
All Month	Summer Meals - Breakfast	Live In-Person On Site (TF)		
All Month	Summer meals - Lunch	Live In-Person On Site (TF)		
			<b>TOTAL:</b>	
			775	

## Comprehensive Plan for Library Service

Municipality: **Montague**

**Description:** This form is a required component of the Massachusetts Public Library Construction Program Application (MPLCP). For towns with multiple library branches, it is meant to describe the service area, staffing models, collections, program offerings, and unique services and characteristics of each library location. Importantly, this document also specifies whether advances in municipal development, such as the expansion or new construction of a main library, would impact other town locations.

How many certified library locations are there? **3**

List information about each location in this format:

- Name of library: **Carnegie Library**
- Address: **201 Avenue A, Turners Falls, MA 01376**
- Phone number: **413-863-3214**
- Type of library:
  - **Main**
  - Branch
  - Independent
- Geographic service area (may overlap): **Carnegie Library: As the main library, the Carnegie serves all of Montague. It is located within the village of Turners Falls and is the closest library location for the village of Montague City.**
- Service population (approx.): **8,580**
- Building size (from ARIS): **5,500 s/f**
- Attendance for previous year (from ARIS): **16,460**
- Number of programs & attendance for previous year for each age group (from ARIS) **Adult programs: 22 with 1,255 attendees; School age: 11 programs with 708 attendees; young children: 24 programs with 340 attendees; all ages: 7 programs with 1,072 attendees**
- Service model
  - Administration: **The Library Director oversees all library staff. All staff report to the director with the exception of the Children's Program Assistant, who reports to the Youth Services Librarian.**
  - Staffing
    - FTEs & roles: **The Carnegie Library is the main workplace of the Library Director, the Youth Services Librarian, a Technical Services Librarian, the Children's Program Assistant, and seven Library Assistants. There are 6.5 FTEs**
    - Location-specific or multi-branch/floating: **Four substitute librarians fill in as-needed at all three locations.**
  - Collections
    - If collections are location-specific, what is the makeup/emphasis?

**Carnegie:** The collection at our main library is the most comprehensive of the three branches. Highlights of the circulating collections include robust literary fiction and science fiction collections, a local author collection, large print materials, a seed library, and a wide variety of objects featured in the Library of Things. The Carnegie also has an enviable local history collection that was painstakingly organized over the last several years. In this collection, one can find ephemera from historic factories, fraternal organizations, and historic performances, 19<sup>th</sup> century photographs, historic maps, church histories, directories, and more. Additionally, there is a museum collection that is housed on the second floor, which contains many natural history displays and local artifacts.

- If collections or subsets float, provide details: **N/A**
  - Programming focus(es): **Due to the accessibility limitations of the building, many library-supported programs in Turners Falls are held off-site or, during fair weather, under a tent on library grounds. Children's programming tends to focus on early literacy and STEAM, YA programs focus on community service/engagement and YA literature, and adult programs focus on local history and cultural heritage, civic engagement, genealogy, and the outdoors.**
  - Unique services or characteristics, if any: **N/A**
- Name of library: **Millers Falls Branch**
- Address: **23 Bridge St, Millers Falls, MA 01349**
- Phone number: **413-659-3801**
- Type of library:
  - Main
  - **Branch**
  - Independent
- Geographic service area (may overlap): **Millers Falls Branch: Millers serves the village of Millers falls and is also close to the village, Lake Pleasant.**
- Service population (approx.): **1,158**
- Building size (from ARIS): **1,886 s/f**
- Attendance for previous year (from ARIS): **2,148**
- Number of programs & attendance for previous year for each age group (from ARIS): **10 general audience programs saw 65 attendees.**
- Service model
  - Administration: **This branch is overseen by a part-time Branch Library Assistant who reports to the Library Director.**
  - Staffing
    - FTEs & roles: **One Library Assistant works 12 hours per week, .3 FTE**
    - Location-specific or multi-branch/floating: **Substitute Library Assistants cover at this location as needed.**
  - Collections
    - If collections are location-specific, what is the makeup/emphasis?

**Millers Falls:** Millers Falls is a community of movie enthusiasts, and the branch library contains an ample DVD collection to support patron interests.

- If collections or subsets float, provide details
- Programming focus(es): **The programming at this branch is limited due to space constraints. It focuses on social gatherings in which neighbors can get together to chat, complete a simple craft, and enjoy light refreshments.**
- Unique services or characteristics, if any:

**Millers Falls:** Millers Falls lacks the social services infrastructure that exists in Turners Falls but does not have fewer needs. As the only public building in Millers, the branch library seeks to fill gaps in services. This branch features a food pantry, which was previously supported through donations and grant funding and is now supported through membership with the Food Bank of Western Mass. As of last month's count, this pantry serves 26 families each month, with many families picking up food once or twice per week.

Name of library: **Montague Center Branch**

- Address: **17 Center St., Montague, MA**
- Phone number: **413-367-2852**
- Type of library:
  - Main
  - **Branch**
  - Independent
- Geographic service area (may overlap):

**Montague Center Branch:** This branch serves the village of Montague Center and is also located close to Lake Pleasant.

- Service population (approx.): **2,270**
- Building size (from ARIS): **3,150 s/f**
- Attendance for previous year (from ARIS): **4,071**
- Number of programs & attendance for previous year for each age group (from ARIS): **Adult programs: 20 with 508 attendees; School age: 2 programs with 27 attendees; young children: 40 programs with 351 attendees; all ages: 4 programs with 240 attendees**
- Service model
  - Administration: **This branch is overseen by a part-time Branch Library Assistant who reports to the Library Director.**
  - Staffing
    - FTEs & roles: **One Library Assistant works 20 hours per week, .5 FTE**
    - Location-specific or multi-branch/floating
  - Collections
    - If collections are location-specific, what is the makeup/emphasis?

**Montague Center:** Montague Center is a community of academics and writers. The collection of the branch highlights works by local authors on subjects as varied as fungi, poetry, art history, baseball, and gardening.

- If collections or subsets float, provide details: **N/A**
- Programming focus(es): **With the most accessible and flexible space of all three library locations, the Montague Center Branch can host a variety of programs. Programming focuses on the arts and humanities, with regular local author events, exhibits of local artworks, concerts, art-making workshops, and a book club.**
- Unique services or characteristics, if any: **N/A**

What cooperative initiatives or programs exist between locations? **All three libraries participate in the same summer reading initiatives and passive programming, such as take-and-make crafts for adults, teens, and children as well as scavenger hunts and take-home science activities for children.**

Are any changes anticipated in municipal development or population distribution that would impact library services by location? **No. Town administration and the Trustees of the Montague Public Libraries are committed to supporting a three-branch library system in Montague.**

Montague Public Libraries, Montague	YEAR
Caitlin Kelley, librarydirector@montague-ma.gov	<b>FY25</b>

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**Goal: *Provide the Montague Communities with library spaces that support resident needs***


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Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Pursue the construction of a new or improved main branch to better meet the community's needs	If funded, work with MBLC consultants to put design out to bid and select architect to assist with transforming the libraries' building program into a building design	Fall/Winter 2024	Director and Building Committee
	Solicit patron and resident feedback on project design through public forums and meetings	Winter/Spring 2024	Director and Building Committee
	Work with Historic Commission and other preservation stakeholders to ensure preservation best practices are considered in any design processes undertaken	Winter/Spring 2024	Director and Building Committee
	Pursue town meeting vote to get a library construction project on the ballot for Fall 2025	Spring 2025	Director and Trustees
Explore the library space needs of a changing, vibrant community	Consider re-organization and better utilization of space at the Millers Falls Branch	Spring 2024	Director and Building Committee
	Design staff work spaces in Carnegie basement that promote easier workflow for staff	Ongoing	Director and Building Committee

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**Goal: *Support technology access and technology literacy***


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Provide access to up-to-date and relevant technology for the public	Appropriate funds for additional bandwidth at Millers Falls and Montague Center Branches	Summer 2024	Director and Trustees
	Appropriate funds for additional circulating hotspots	Summer 2024	Director and Trustees
	Incorporate 21 <sup>st</sup> century technology needs into design for new/improved main library	Winter/Spring 2024	Director and Building Committee

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**Goal: *Effectively communicate with the public***

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<b>Objectives (if included in current strategic plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>
Provide multi-point access to information about library programming, services, materials, and facilities updates	Develop and proliferate clear messaging about the Massachusetts Public Library Construction Program design process, highlighting the libraries' needs, anticipated costs, and voting process	Fall 2024 thru May 2024	Director and Trustees
	Identify and work with community stakeholders who will promote the libraries' building project and solicit donations	All of FY2025	Director, Trustees, and Friends of the Libraries
	Create new MPL website that is ADA compliant and user-friendly	Summer 2024	Director
Promote a clear and consistent organizational identity for the Montague Public Libraries	Review policies and create new policies as needed	Spring 2025	Director and Trustees

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**Goal: *Support the preservation of and facilitate public access to the libraries' local history collection***

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<b>Objectives (if included in current strategic plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>
Ensure accessibility and findability of local history materials to the public	Develop finding aid for materials	Ongoing	Archivist
	Begin digitizing collections of interest in collaboration with Digital Commonwealth and provide access to digitized content on MPL's website	Spring 2025	Archivist and Director

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**Goal: Provide services and programming that serve community interests and needs**

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<b>Objectives (if included in current strategic plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>
Collaborate with local service providers, non-profit institutions, and town departments to provide relevant and responsive programming to residents of all ages, interests, and backgrounds	Participate on committee for Turners Falls Year Two Mass Humanities project grant, helping to design and facilitate programs	Ongoing thru Winter 2024	Director
Seek new connections for outreach and partnership opportunities	Proactively identify new organizations and institutions with which to collaborate	Ongoing	Director, childrens librarian, branch librarians
Offer library programming and library experiences outside of library spaces	Facilitate collaborative library programming offsite in an effort make programs accessible to all and to increase attendance and awareness of the libraries' offerings	Ongoing	Director, childrens librarian, branch librarians

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**Goal: Provide an enriching work environment for library staff, supporting growth and interests.**

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<b>Objectives (if included in current strategic plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>
Develop and support regular staff training opportunities	Encourage staff growth through participation in professional development trainings and conferences	Ongoing	Director
Establish staff supervision protocols	Regularly solicit feedback on staff tasks and assignments. Cull unnecessary tasks and streamline as possible in order to allow staff to work efficiently and provide them with more time to work on projects that will support the public	Ongoing	Director

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**Goal: Provide the Montague communities with diverse, up-to-date, and relevant collections.**

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<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>
Collect and respond to data and patron feedback regarding the use of the libraries' collections	Perform circulation audit of all three libraries to ensure that current purchasing practices reflect the needs and interests of patrons at each location	Annually	Director, tech services librarian, library assistant
	Streamline circulation data collection	Annually	Director, library assistant
Provide patrons with collections that inform and delight in a variety of formats	Perform circulation audit of e-content including e-books, e-audiobooks, streaming services, and databases and add more resources where they are needed or desired	Annually	Director, tech services librarian, library assistant